### Title: Medical Aid Rates by Override Group

### Processes: Sub-Processes :

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# **Medical Aid Rates by Override Group**

| ZHR  | DD | FDV | LINE |
|------|----|-----|------|
| ZIIN | nr | IFI | UUS  |

# **Change History**

Update the following table as necessary when this document is changed:

| Date    | Name       | Change Description |
|---------|------------|--------------------|
| 8/28/06 | Lesa Terry | Initial Draft      |
|         |            |                    |

State of Washington HRMS

File name: MEDICAL\_AID\_RATES\_BY\_OVER Last Modified: 10/11/2006 8:11:00 AM RIDE\_GROUP\_ZHR\_RPTPYU05.D

Version: SME Approved Script

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# **Purpose**

Use this procedure to generate the Medical Aid Rate Report and view the rates that are used for payroll calculations in HRMS.

# **Trigger**

Perform this procedure at the end of the quarter.

# **Prerequisites**

Run the report after Department of Personnel has exited payroll and final results are stored.

### Menu Path

None

### **Transaction Code**

### **ZHR RPTPYU05**

# **Helpful Hints**

The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

| Message Type         | Description   |  |
|----------------------|---|--|
| Error                | Example: Make an entry in all required fields.                                |  |
|                      | Dispute   |  |
|                      | Action: Fix the problem(s) and then click (Enter) to proceed.                 |  |
| Warning              | <b>Example</b> : Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. |  |
| •                    | Action: If an action is required, perform the action. Otherwise, click        |  |
|                      | (Enter) to proceed.   |  |
| Confirmation         | Example: Save your entries.   |  |
| <b>6</b> or <b>©</b> |   |  |
| or w                 | Action: Perform the required action to proceed.                               |  |

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File name: RIDE\_GROUP\_ZHR\_RPTPYU05.D OC

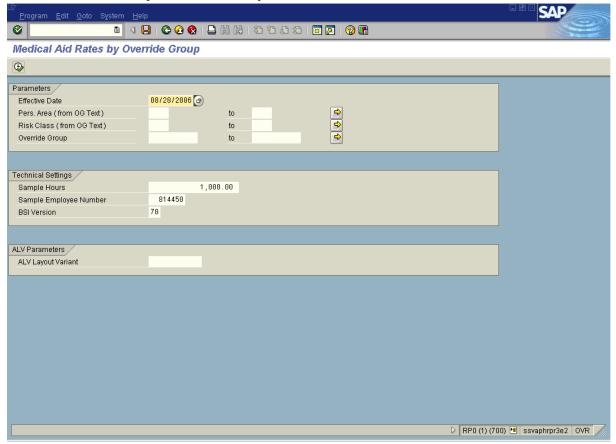
Version: SME Approved Script MEDICAL\_AID\_RATES\_BY\_OVER Last Modified: 10/11/2006 8:11:00 AM

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### **Procedure**

1. Start the transaction using the transaction code **ZHR\_RPTPYU05**.

# **Medical Aid Rates by Override Group**



# **2.** Complete the following field:

| Field Name     | R/O/C | Description   |
|----------------|-------|---|
| Effective Date | R     | The effective date of the record.  HRMS will default to the current date. Enter a past date if you are wanting rates that have changed. |
|                |       | <b>Example:</b> 08/28/2006  |

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#### 3. Complete **ONE** the following fields:

| Field Name     | R/O/C | Description   |
|----------------|-------|---|
| Pers Area:     | 0     | Enter the agency's business area number.  This can also be personnel area number.  Example: 1110  |
| Risk Class     | 0     | Enter the Labor & Industries (L&I) Risk Class number. <b>Example:</b> 4902  |
| Override Group | 0     | Description of the Override Group.  Enter the number(s) assigned to your agency.  There is one override group established for all agencies for Preferred Works Override Group 0341 (ALL-7204 Preferred Worker for all Pers Areas)  Example: 250 |



To view a listing of your agency's Override Groups, use the Additional Withholding (0234) infotype. Click in the Employee Override Group field and click on the matchcode to open the selection list. You will see all of your agency's medical aid classification codes.



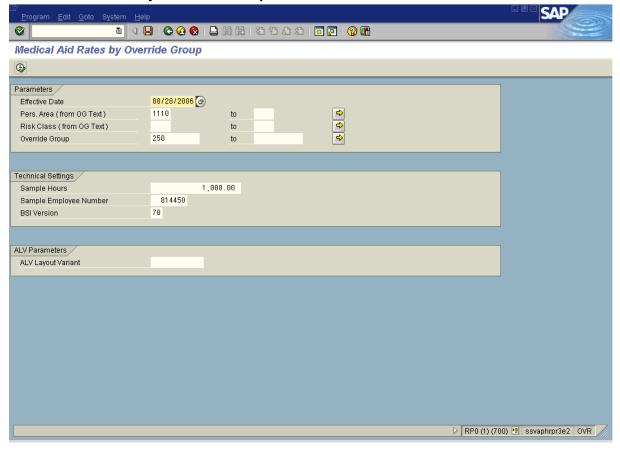
Do not change any fields in the **Technical Settings** section.

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# **Medical Aid Rates by Override Group**



Click (Execute) to view the report. 4.

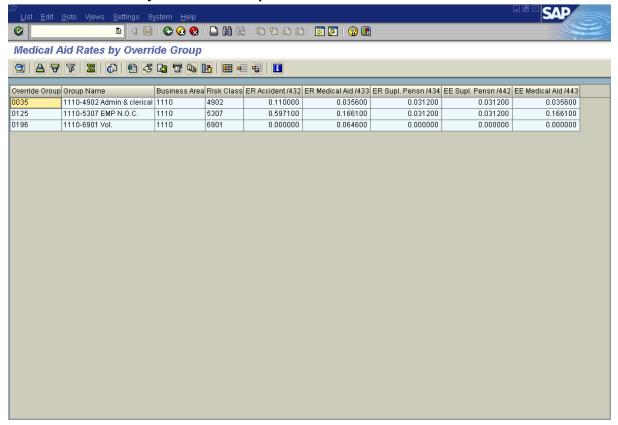
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# **Medical Aid Rates by Override Group**





Above is a sample of the report when selecting by the Pers Area.

5. You have completed this transaction.

### Result

You have generated the Medical Aid Rates report.

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